

# Health & Safety Policy

## HSP 05

### Accident & Incident Reporting

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Draft	07.03.2016	David Maine	1 <sup>st</sup> Draft for consultation/review
1.1	Approved	22.12.2016	David Maine	1 <sup>st</sup> Issue

<b>Title:</b>	HSP 05 – Accident & Incident Reporting
<b>Author(s):</b>	David Maine
<b>Date:</b>	March 2016
<b>Review date:</b>	March 2017
<b>Application:</b>	<p>This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the 'employer' or is in control of the premises.</p> <p>This policy has been produced to initiate a reactive monitoring programme for the reporting &amp; investigation of accidents and incidents.</p>

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)
	Accident	An unplanned event resulting in injury to people or damage to property.
	Incident	Any event planned or unplanned which is nevertheless unwanted and which may have resulted in damage to or loss of property or even injury to a person, e.g. theft, vandalism, fire or assault.
	Near Miss	A set of circumstances which, while not resulting in an incident, damage or injury, may have done so if circumstances had been different, e.g. the cable of an electrical appliance has worn through exposing bare wires, but this has been spotted before an accident has occurred.
	Dangerous Occurrence	An event which may or may not have caused damage to property, but which could also have caused serious injury or death had circumstances been different, e.g. a heavy object falling from a building.
<b>Policy Aims</b>	<p>The aims of this policy are to:</p> <ul style="list-style-type: none"> <li>• Ensure that arrangements are in place to enable the reporting of accidents &amp; incidents as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).</li> <li>• Investigate accidents and incidents.</li> <li>• Record, monitor and keep records of accident and incident data.</li> </ul>	
<b>Policy</b>	<p>It is the policy of TWHF to report to the relevant enforcing authority certain types of accidents, injuries and dangerous occurrences arising out of work activity under RIDDOR.</p> <p>RIDDOR is the law that requires employers, and anyone else with responsibility for health and safety within a workplace, to report and keep records of:</p> <ol style="list-style-type: none"> <li><b>I. Work related deaths</b> <ul style="list-style-type: none"> <li>• If they occur as the result of an accident arising out of or in connection with work.</li> </ul> </li> <li><b>II. Serious Injuries to workers</b> <ul style="list-style-type: none"> <li>• A person suffers a <b>specified injury</b> as a result of an accident.</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• <b>Over seven-day-injuries</b> - where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).</li> <li>• <b>Injuries to non-workers</b> - Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury.</li> </ul> <p><b>III. ‘Dangerous occurrences’</b> certain, specified ‘near-miss’ events (incidents with the potential to cause harm.) Not all such events require reporting.</p> <ul style="list-style-type: none"> <li>• There are 27 categories of dangerous occurrences that are relevant to all workplaces.</li> </ul> <p><b>IV. Reportable Occupational Diseases</b></p> <ul style="list-style-type: none"> <li>• Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work.</li> </ul> <p>TWHF also has a responsibility to investigate and keep a record of all accidents causing injury, dangerous occurrences and occurrences of disease or ill health where they arise out of the work of TWHF.</p> <p>To enable this objective to be achieved TWHF positively encourages all staff, and others associated with TWHF to report all accidents and incidents irrespective of the resulting injury or damage and to learn from the outcomes.</p>
<b>Risk</b>	Failure to comply with this policy could lead to a failure to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations which is a criminal offence. Failure to comply with this policy could lead to a failure to comply with statutory legislation.
<b>Responsibility</b>	This responsibility must be discharged primarily at the line management/operational level.
<b><u>Roles &amp; Responsibilities</u></b>	
I.	<p>Roles and responsibilities are defined in HSP2 Organisation.</p> <p>Any specific actions are detailed in the arrangements section below.</p>
<b><u>Arrangements</u></b>	
I.	<p><b>Reporting Procedure</b></p> <ul style="list-style-type: none"> <li>• TWHF requires all staff, and others associated with TWHF to report all accidents and incidents on the Accident/Incident Report form provided. See HSF 5.1.</li> <li>• Any near miss that could have resulted in injury or damage must also be reported on the Accident/Incident Report form provided. See HSF 5.1.</li> <li>• Report forms may be completed by anyone who has knowledge of the event in question; ideally this will either be someone directly involved in the incident or a witness.</li> <li>• Report forms may also be completed by first aiders or anyone else who has knowledge of the incident.</li> </ul>

- Forms should be completed as fully as possible, but at the very least should include the date, the incident location, a brief description of what happened, the names and contact details of anyone directly involved and a description of any injuries suffered.
- All pupil accident details should be entered into SIMS.
- Completed forms should be signed by the Principal/Manager and a copy sent to Central HR.
- The Estates Manager will review all staff accidents/incidents.
- The Pupil Services Manager will review all pupil accidents/incidents.
- Contractors must follow their own reporting process and TWHF process.

Any serious accident or incident should be reported immediately, by the quickest means possible, to the Principal (or other nominated person) - in addition to filling in a written report. Accidents serious enough to require immediate reporting would include:

- Any death on TWHF property or as a result of TWHF activity.
- Any serious injury, e.g. amputation, break or dislocation of a major limb, injury leading to significant blood loss, burns, electrocution, injury leading to unconsciousness
- Any industrial illness, e.g. asbestos related disease, legionnaires disease, diseases contracted from animals, any disease contracted through exposure to chemicals, dusts or ionising radiation
- Collisions involving a TWHF vehicle or persons on TWHF business.
- In these circumstances and in any other accident which has resulted in legal action or a threat of legal action, it will be necessary to inform TWHF's insurers of the details of the accident.

Managers will ensure that RIDDOR reportable accidents, incidents or near misses are reported within the appropriate time frame to the HSE. Online reporting is the simplest method although major issues should be reported immediately by phone. See HSE guidance INDG453 for details of RIDDOR reporting.

In practice each site should nominate a person to co-ordinate accident/incident reporting and to ensure all notifications including RIDDOR are completed where required. This should be detailed on the HSF2.1 H&S Local Arrangements.

## 2. **Accident and Incident Investigations**

- Competent investigation of both accidents and incidents will accurately identify immediate and underlying causes. Good quality accident investigation will assist in reducing the number of accidents and their consequences should they occur.
- The scale of the investigation should be based on the consequences (potential or real). The level and extent of the investigation should reflect the seriousness or potential seriousness of the accident or incident. It is important that extensive resources are not employed on conducting minor investigations.
- Investigations may be initiated by the Principal or Estates Manager. The Estates Manager will indicate who should investigate individual accidents and incidents and to what extent proportionate to the likelihood of a reoccurrence and the worst likely consequence of a reoccurrence.
- In circumstances where TWHF is required to report accidents and incidents to statutory authorities, the investigations should always involve a member of the senior leadership team.

	<p>A higher level investigation will be conducted if:</p> <ul style="list-style-type: none"> <li>• The injury is likely to result in the injured person being off work for more than seven days</li> <li>• Specified injury/ill health including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, an injury resulting in loss of consciousness, requiring resuscitation or requiring hospital admittance for over 24 hours</li> <li>• The incident or near miss had the potential to cause serious damage or harm</li> <li>• The incident or near miss has a likelihood of happening again if not controlled</li> <li>• A dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>• Recurrent minor injuries</li> </ul> <p>Accident investigation reports should include:</p> <ul style="list-style-type: none"> <li>• What happened - the immediate cause of the accident</li> <li>• Why it happened - underlying causes of the accident</li> <li>• Necessary corrective actions</li> <li>• Necessary system changes</li> <li>• Details of policies, procedures or risk assessments requiring review</li> </ul> <p>The results and findings of accident investigations will be recorded on an Accident/Incident Investigation Form, identifying remedial actions, where necessary, arising from accident investigation.</p> <p>Further advice is available via the HSE website.</p>
3.	<p><b>Review</b></p> <p>The Estates Manager will ensure that 6 monthly reviews of all accidents/incidents are conducted, and the findings of this review are communicated to the board of directors.</p> <p>Any significant issues raised by the review will be actioned accordingly.</p>
4.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
5.	<p><b>Appendices</b></p> <ol style="list-style-type: none"> <li>1. HSF 5.1 Accident/Incident Report Form</li> <li>2. HSF 5.2 HSE RIDDOR advice sheet</li> </ol>